



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 12-04-106	OPENING DATE: 01-04-05	OPEN UNTIL FILLED (UPDATED 7/25/05)	OPEN TO ALL APPLICANTS
POSITION: Director CES-1	TYPE OF APPOINTMENT: Court Executive Service	SALARY: \$110,200 - \$136,900 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Multi-Door Dispute Resolution	LOCATION: 500 Indiana Avenue, NW	TOUR OF DUTY: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** The Multi-Door Dispute Resolution Division is responsible for the planning, development and operation of all D.C. Courts alternative dispute resolution projects. The Director manages the Division and its individual programs, including the Intake Center, the Small Claims Mediation Program, the Domestic Relations Mediation Program, the Civil II Mediation Program, and the Mandatory Non-Binding Arbitration Program. Incumbent oversees the work of a staff of professionals, non-professionals and clericals, as well as the selection, training and monitoring of 300-500 volunteer mediators and arbitrators who conduct approximately 3,500 cases per year. Conceptualizes, develops, documents and implements new Multi-Door Programs, writes grant proposals, and coordinates and administers grant funds received. Responsible for public relations, public awareness and professional education efforts regarding dispute resolution. Serves as liaison to the ABA Standing Committee on Dispute Resolution and to multi-door directors, bar associations and courts in other jurisdictions who seek information and technical assistance regarding the multi-door concept or alternative dispute resolution.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in court administration, public administration, human resources management or a related field, plus six (6) years of senior level management experience in planning, administering and evaluating alternative dispute resolution programs in a court or related dispute resolution environment. An advanced degree in a relevant field is preferred.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.

- 1. Knowledge of and experience in creatively applying alternative dispute resolution (ADR) techniques, theories and practices and the multi-door concept.**
- 2. Extensive experience in mediation, particularly with civil and family cases.**
- 3. Excellent oral, written and computer skills in order to prepare a wide variety of informational materials and presentations in Word, Excel, PowerPoint and other mediums.**
- 4. Ability to select, supervise and evaluate staff, and to manage work assignments to ensure timely accomplishment of the Division's goals and objectives.**
- 5. Ability to establish and maintain effective working relationships with Judges, court managers and employees, mediators and arbitrators, and government and other agencies that use ADR programs.**
- 6. Ability to direct the development of long range planning, and to prepare written testimony and detailed data to support budget requests to accomplish the projected operating goals of the Division.**

**SELECTION PROCESS:** After review of applications and ranking factors, a structured oral interview may be required of the highest qualified candidates.

Submit D.C. Courts' Employment Application and Ranking Factor Responses to:  
D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001.  
For a court application, call (202) 879-0496, FAX (202) 879-4212 or visit our web site at [www.dccourts.gov](http://www.dccourts.gov)

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.